



MISSOURI DEPARTMENT OF MENTAL HEALTH

KEITH SCHAFER DEPARTMENT DIRECTOR



DEPARTMENT
OPERATING
REGULATION
NUMBER

DOR
6.550

CHAPTER Human Resources	SUBCHAPTER Employee Processing	EFFECTIVE DATE 7/1/09	NUMBER OF PAGES 3	PAGE NUMBER 1 of 3
SUBJECT Employee Termination Procedures		AUTHORITY 630.050	History See below	
PERSON RESPONSIBLE Director, Office of Administration			Sunset Date 7/1/12	

Purpose: To define the Department's policy with regard to termination of computer and building access upon either termination (resignation, retirement, dismissal), placement of an employee on administrative absence in conjunction with an investigation or placement of an employee on suspension in accordance with 45 CFR 164.530 (c) (1) and (2). This policy will also address return of equipment, ID badges, etc.

Application: Applies to Department of Mental Health, its facilities and workforce

(1) Contents:

- (A) Definitions
- (B) Procedures for Terminating Computer and Building Access
- (C) Procedures for Collecting DMH Owned Equipment
- (D) Sanctions
- (E) Monitoring

(2) Definitions:

(A) **Computer Systems:** Computers connected to DMH local and statewide communication networks, database storage or electronic records systems, Internet or email or other computing devices such as Personal Digital Assistants (PDA's) or stand-alone PC's.

(B) **DMH Workforce:** Includes employees, volunteers, contract workers, trainees, interns and other persons who are in a DMH facility or Central Office on a regular course of business. This shall include client workers employed by the DMH or any of its facilities.

(C) **Chief Security Officer:** Individual designated by the DMH to oversee all activities related to the development, implementation, maintenance of, and adherence to Department and facility policies and procedures covering the electronic and physical security of, and access to, protected health information and other DMH data in compliance with federal and state laws and regulations.

(D) **DMH Security Team:** The Central Office unit located in the Office of Administration, Information Technology Services Division for DMH, that is responsible for granting and revoking access to DMH computer systems.



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(E) Local Security Officer (LSO) Individual designated by a facility CEO to oversee facility information and physical security practice and policy compliance and to coordinate those activities with the Chief Security Officer.

(F) Facility IT Director –The individual in each DMH facility who is responsible for the operation of the IT functions.

(3) Procedures for Termination of Access to DMH Computer and Facilities:

(A) A supervisor shall, upon receipt of notice of retirement or resignation of an employee, immediately take the separation notice to the facility Human Resource office. Either designated staff in the Human Resource office or the immediate supervisor shall return a copy or ensure that a copy of the separation acceptance is returned to the employee.

(B) Upon receipt of a resignation letter the facility Human Resource office shall, either by fax, e-mail or memo, contact the appropriate Information Technology Services Division staff person to initiate termination of computer access and shall also contact the appropriate designated staff person(s) to retrieve previously issued items to the employee. Building access shall be terminated as of the last day worked.

(C) When an employee is placed on administrative leave during an investigation or placed on administrative leave or suspension without pay, designated staff of the facility Human Resource office shall immediately contact, either by fax, e-mail or memo, the designated Information Technology Services Division staff person to initiate suspension or disabling, or to otherwise lock-out of local and DMH computer access and the designated staff person allocating building access to terminate that access. Access to DMH system(s) and OA systems shall be disabled during the investigation or suspension period.

(D) The LSO or designee shall immediately complete and send to the Central Office Security Team the Department of Mental Health DMH Staff Access Request Form, and/or any appropriate OA Access Forms with the "Revoke User ID" box checked. The LSO shall indicate the date the revocation is effective. In addition, the LSO shall immediately initiate steps to terminate access to local information and computer systems.

(E) Staff in charge of facility building access shall contact the facility human resource office in writing either by e-mail or memo when access has been terminated. Notice of termination of building access shall be placed in the employee's personnel file.

(4) Procedures for Collection of ID badges, equipment, etc:

(A) When an employee is hired by or during the course of their employment by the Department of Mental Health the designated staff member (in accordance with



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facility practice) shall ensure that an inventory of items issued to the employee is completed. This shall include, but is not limited to, an ID badge, keys, phone card, state credit card, uniforms and/or equipment such as a cell phone, pager, laptop, PDA, tools, etc. Copies of the list shall be maintained by the issuing office (business office, IT office, etc). In addition a master list shall be retained in the employee's personnel file.

(B) Upon termination of employment designated staff in the facility Human Resource office shall pull the master inventory checklist and provide a copy to the persons responsible for collecting the state property. The copies shall be returned to the Human Resource office with appropriate signatures and shall be attached to the original form.

(5) Sanctions: Failure to comply or ensure compliance with the requirements of this Department Operating Regulation will result in disciplinary action, up to and including dismissal.

(6) There shall be no local policies on this topic. The Department Operating Regulation shall control.

History: Emergency DOR effective January 15, 2003. Final DOR effective June 1, 2003. Amendment effective July 1, 2006. On July 1, 2009, the sunset date was extended to July 1, 2012.